Michigan Department of Treasury

Local	Unit o	of Gov	ernment Type				Local Unit Nar	County		
□C(	ount	у	□City □	]Twp	□Village	⊠Other	Benton Ha	rbor Public Library		Berrien
Fiscal			.07		Opinion Date	10 2007		Date Audit Report Submi	tted to State	
Jun	e 30	0, 20	107 		November	18, 2007		March 25, 2008		
		that:								
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ana	gem				erial, "no" responents and rec			sed in the financial state	ements, incl	uding the notes, or in the
	YES	9	Check each	applic	able box belo	w. (See in	structions for	further detail.)		
1.	X				ent units/fund s to the financ				inancial sta	tements and/or disclosed in t
2.	×							unit's unreserved fund be budget for expenditures		restricted net assets
3.	×		The local un	it is in c	ompliance wit	th the Unifo	orm Chart of A	Accounts issued by the D	Department	of Treasury.
١.	×		The local un	it has a	dopted a budg	get for all re	equired funds	•		
5.	×		A public hea	aring on	the budget wa	as held in a	accordance w	ith State statute.		
6.	X				ot violated the ssued by the l				he Emerge	ncy Municipal Loan Act, or
7.	$\times$		The local ur	it has n	ot been delind	quent in dis	tributing tax i	evenues that were colle	cted for and	other taxing unit.
<b>3</b> .	×		The local ur	it only h	olds deposits	/investmer	nts that compl	y with statutory requiren	nents.	
<b>)</b> .	×							that came to our attenti ed (see Appendix H of I		ed in the <i>Bulletin for</i>
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1.	×		The local ur	nit is free	e of repeated	comments	from previous	s years.		
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13.	X				omplied with ( g principles ((		or GASB 34 a	s modified by MCGAA S	statement #	7 and other generally
4.	×		The board of	r counc	il approves al	l invoices p	prior to payme	ent as required by charte	er or statute	
15.	X		To our know	vledge, l	bank reconcili	ations that	were reviewe	ed were performed timel	y.	
nclu desc	ided cripti	in tl on(s)	nis or any ot of the autho	her aud rity and	lit report, nor /or commissio	do they on.	btain a stand	d-alone audit, please er		f the audited entity and is no name(s), address(es), and
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The letter of Comments and Recommendations				ommendations		No comments or recommendations				
Othe	er (D	escrib	e)	•					-	
Certif	ied P	ublic #	Accountant (Firm	Name)				Telephone Number		
			euker, Cert	ified Pu	iblic Accoun	tant		269-429-7364		
	t Add		n Drivo					City	State	Zip
			n Drive				St. Joseph MI 49085			
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# BENTON HARBOR PUBLIC LIBRARY FINANCIAL REPORT JUNE 30, 2007

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#### BENTON HARBOR PULBIC LIBRARY MANAGEMENT DISCUSSION AND ANALYSIS FISCAL YEAR ENDED JUNE 30, 2007

#### **Using This Annual Report**

This annual report consists of three parts: Management's discussion and analysis; basic financial statements; and required supplementary information. The combination of these parts will show how the Library's services were financed in the short-term, as well as indicate what remains for future spending.

#### **Condensed Financial Information**

The tables below contain key financial information in a condensed format. Figures for both 2006 and 2007 are listed for comparison.

Summary of Net Assets		2007	2006			
Current Assets Capital Assets	\$	793,798 445,716	\$	580,196 419,664		
Total Assets	\$_	1,239,514	\$	999,860		
Current Liabilities Long-term Liabilities	\$	166,462 23,588	\$	26,604 24,463		
Total Liabilities	\$	190,050	\$	<u>51,067</u>		
Net Assets Restricted Unrestricted Invested in Capital Assets	\$	30,100 573,648 445,716	\$	30,100 499,029 419,664		
Total Net Assets	\$	1,049,464	<u>\$</u>	948,793		
Results of Operations		2007		2006		
Revenue Property Taxes Renaissance Zone Penal Fines Township Contract State Aid Interest Gifts and Memorials Miscellaneous	\$	275,525 79,633 269,167 143,372 21,805 34,290 17,623 7,593	\$	267,702 80,358 258,505 139,340 19,926 20,121 21,894 6,892		
Total Revenue	\$	849,008	\$	814,738		
Expenses - Library Services	_	748,338		726,828		
Change in Net Assets	<u>\$</u> _	100,670	\$	87,910		

#### The Library as a Whole

The Library's net assets increased by 10.6 percent during the year. This was due to revenue exceeding expenses by \$100,670.

The Library's primary source of revenue is from City property taxes which represent 32.5 percent of the total revenue. The Library's second largest source of revenue is from County penal fines which represent 31.7 percent of the total revenue. The Library's third source of revenue is an annual contract payment from Benton Township which represents 16.9 percent of total revenue.

Salaries and fringe benefits account for approximately 65.0 percent of the general operating expenditures. This is the largest expenditure in the total budget.

The second largest expenditure of the general operating budget was for materials for use by the Library's patrons (books, periodicals, newspapers, and audiovisual items) which represent 13.9 percent of the total budget.

The remaining expenditures are for utilities, supplies, building maintenance, and other expenses associated with the operation of the Library building.

#### Library's Budgetary Highlights

The fiscal year that ended on June 30, 2007 was a time of some uncertainty for the Library. A major dispute erupted between the Library Board and the Benton Township Board of Trustees over the amount of the Township's annual payment for library services. For a period of time the contract between the Library Board and the Township was actually cancelled. All of this caused major projects, such as automation and building renovation plans, to be placed on hold. Ultimately, the dispute was resolved, clearing the way for a resumption of forward planning.

On a positive note, two new part-time staff members were hired to ease the reduced levels of staffing. One person began to work in the Adult Department, while the other person went to Cataloging. This increase in staff hours has helped to reduce the backlog of various projects and allowed the staff to concentratre their efforts on the upcoming automation of our circulation system and card catalog.

The Library's fiscal health has continued to improve. After the audit adjustments the Library had a total fund balance of \$627,336 which would be enough to fund normal operating expenses in similar circumstances for approximately 9.7 months.

#### Contacting the Library's Management

This financial report is designed to provide our citizens, taxpayers, and other interested parties with a general overview of the Library finances and to demonstrate the Library's accountability for the resources that it receives. If you have questions about this report or need additional information, please contact the following individual:

Frederick J. Kirby, Library Director Benton Harbor Public Library 213 East Wall Street Benton Harbor, MI 49022

269-926-6139

libraryfjk@yahoo.com

Laverne Breuker

CERTIFIED PUBLIC ACCOUTANT 2002 LASEIN DRIVE ST. JOSEPH, MICHIGAN 49085-9410

> Phone 269-429-7364 Fax 269-429-7336

November 18, 2007

Library Board Benton Harbor Public Library Benton Harbor, Michigan

I have audited the accompanying financial statements of the Benton Harbor Public Library as of and for the year ended June 30, 2007 as listed in the table of contents. These financial statements are the responsibility of the Library's manangement. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America. These standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position and changes in financial position of the Benton Harbor Public Library as of and for the year ended June 30, 2007, in conformity with generally accepted accounting principles.

As described in Note 1, the Library adopted Governmental Accounting Standards Board Statement Number 34.

The management's discussion and analysis and budgetary comparison information on pages 1, 2 and 11 are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, I did not audit the information and express no opinion on it.

Laverne Breuker

Sam Beenla

## BENTON HARBOR PUBLIC LIBRARY GOVERNMENTAL FUNDS BALANCE SHEET/STATEMENT OF NET ASSETS JUNE 30, 2007

	General Fund Modified Accrual <u>Basis</u>			justments Note 10)	Statement of <u>Assets</u>	
Assets Cash (note 2)	\$	644,544	\$	-	\$	644,544
Accounts receivable		135,130		-		135,130
Prepaid expenses		14,124		-		14,124
Capital assets (net of accumulated depreciation)	_	<del>-</del>		445,716		445,716
Total assets	\$	793,798	\$	445,716	<u>\$</u>	1,239,514
Liabilities						
Accounts payable	\$	9,041	\$	-	\$	9,041
Accrued payroll		14,421		-		14,421
Deferred revenue		143,000		-		143,000
Accumulated employee benefits			_	23,588	_	23,588
Total liabilities	\$	166,462	\$	23,588	\$	190,050
Fund balance/Net assets						
Reserved (note 3)	\$	30,100	\$	(30,100)	\$	_
Unreserved	_	597,236	_	597,236		
Total fund balance	\$	627 226	Ф	E67 126	\$	
Total fund balance	<u> </u>	627,336	<u>\$</u>	567,136	<u> </u>	<del>-</del>
Total liabilities and fund balance	<u>\$</u>	793,798				
Net assets						
Invested in capital assets			\$	445,716	\$	445,716
Restricted				30,100		30,100
Unrestricted				573,648		573,648
Total net assets			\$	1,049,464	\$	1,049,464

# BENTON HARBOR PUBLIC LIBRARY STATEMENT OF GOVERNMENTAL FUND REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE/STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2007

	General Fund Modified Accrual <u>Basis</u>			justments Note 10)	Statement of <u>Activities</u>		
Taxes (notes 4)	\$	355,158		-	\$	355,158	
Penal fines (note 5)		269,167		-		269,167	
Charges for services - townships (note 6)		143,372		-		143,372	
Gifts and memorials (note 7)		21,011		-		21,011	
State aid and grants		21,805		-		21,805	
Interest		30,902		-		30,902	
Miscellaneous	_	7,593	_		_	7,593	
Total revenue	\$	849,008	_		\$_	849,008	
Expenses							
Salaries and wages	\$	354,260	\$	(875)	\$	353,385	
Fringe benefits		149,815		` _		149,815	
Books and related materials		109,139		(96,812)		12,327	
Repairs and maintenance		50,448		_		50,448	
Professional services		7,761		-		7,761	
Memberships and dues		8,402		-		8,402	
Conferences and travel		1,177		-		1,177	
Insurance and bonds		7,100		-		7,100	
Utilities		50,144		-		50,144	
Capital outlay		18,043		(14,071)		3,972	
Miscellaneous		18,975		-		18,975	
Depreciation		<u>-</u>		84,831	_	84,831	
Total expenses	\$_	775,264	\$	(26,927)	\$	748,337	
Excess of revenues over expenditures/							
Change in net assets	\$	73,744	\$	26,927	\$	100,671	
Fund balance/Net assets - July 1, 2006		523,493	_	425,300		948,793	
Fund balance/Net assets - June 30, 2007	\$_	597,237	\$	452,227	\$	1,049,464	

#### BENTON HARBOR PUBLIC LIBRARY NOTES TO FINANCIAL STATEMENTS JUNE 30, 2007

#### NOTE 1 - NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Benton Harbor Public Library (the "Library") conform to accounting principles generally accepted in the United States of America, as applicable to governmental units. The following is a summary of the significant accounting policies:

In June 1999, the Governmental Accounting Standards Board issued Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments.*Certain of the significant changes in the Statement include the following:

A Management Discussion and Analysis section providing an analysis of the Library's overall financial position and results of operations.

Financial statements prepared using full accrual accounting for all of the Library's activities.

These and other changes are reflected in the accompanying financial statements (including notes to financial statements).

#### A. Reporting Entity

The Library is located in Benton Harbor, Michigan and is governed by an appointed sevenmember board. The Library is primarily funded through a tax levy, fines and fees, and charitable donations. Revenue is used to operate and staff the Library. The accompanying general purpose financial statements have been prepared in accordance with criteria established by the Governmental Accounting Standards Board for determining the various governmental organizations to be included in the reporting entity. Based on the significance of any operational or financial relationships with the Library there are no component units to be included on these financial statements.

#### B. Measurement Focus, Basis of Accounting and Financial Statement Presentation

#### **Government-wide Financial Statements**

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of net assets includes and recognizes all long-term assets and receivables as well as long-term debt and obligations. The Libarary's net assets are reported in three parts - invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets.

### NOTE 1 - NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenue includes (1) charges to library patrons who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meet the operational or capital requirements of a particular function or segment. Taxes and other items are not properly included among program revenues, and are reported instead as general revenue.

#### **Fund Financial Statements**

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose the Library considers revenue to be available if they are collected within 90 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, state-shared revenue, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenue of the current fiscal period. All other revenue items are considered to be available only when cash is received by the Library.

The Library reports the following major governmental funds:

The General Fund is the Library's primary operating fund. It accounts for all financial resources of the Library.

#### C. Capital Assets

Capital assets are defined by the Library as assets with an initial cost of more than \$1,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost. Donated assets are reported at estimated fair market value at the date of donation. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Furniture and fixtures	10 years
Equipment	3 - 10 years
Improvements	5 - 30 years
Library books and materials	3 - 10 years

The Library has a collection of art work, statuary and historical memorabilia presented for public exhibition and education that is being preserved for future generations. The collection is not capitalized or depreciated as part of capital assets.

### NOTE 1 - NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

#### D. Budget and budgetary accounting

An operating budget is developed at the beginning of each fiscal year by the Library Director. The budget is submitted to the Library Board for review and approval. The budget was prepared on a basis consistent with accounting principles generally accepted in the United States of America.

#### E. Compensated Absences

The Library's employees earn vacation and sick leave in varying amounts based on length of service. Unused vacation pay and sick leave may be accumulated and carried over to a subsequent year, subject to restrictions. Accumulated vacation pay is paid at the time of an employee's termination or retirement. A portion of accumulated sick leave may, under some circumstances, be paid upon retirement.

#### F. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

#### G. Risk Management

The Library has purchased commercial insurance for risks of loss, including torts; theft of, damage to, and destruction of assets; errors and omisssions; workers' compensation and employee health and accident insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in the past fiscal year.

#### H. Contributions

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor.

#### NOTE 2 - CASH

The amount reflected as cash in the balance sheet is comprised of the following:

Certificates of deposit	\$ 94,361
Checking account	549,978
Petty cash and cash on hand	 205
Total cash	\$ 644,544

#### NOTE 3 - RESERVED FUND BALANCE

On April 19, 1988 the Library Board established a "Memorial Trust Fund". During the year ended June 30, 1990 the trust fund received 800 shares of Whirlpool Corporation stock, valued at approximately \$23,500. The income produced by the fund is to be used for "general library purposes" while the principal is to be used "only for a special project as may be later designated."

#### NOTE 4 - TAXES

The Library levies a 3 mill ad valorem tax on the assessed valuation of the property in the City of Benton Harbor.

#### **NOTE 5 - PENAL FINES**

Penal fines revenue includes the following allocated fines for the year ended June 30:

City of Benton Harbor	\$ 110,358
Township of Benton	 <u> 158,809</u>
Total penal fines	\$ 269.167

#### NOTE 6 - CHARGES FOR SERVICES - TOWNSHIPS

The Library provides services to all residents of the City of Benton Harbor and the Township of Benton. Under an agreement with Benton Township the Library receives penal fines allocated to the Township (see note 5) and an amount equal to .4 mills of assessed valuation for Benton Township. For the year ended June 30, 2007 this amount was \$143,372. During this year the Library entered into a new agreement with the Township. The agreement, effective for three years, provides for a contractural amount of \$143,000 per year.

#### NOTE 7 - GIFTS AND MEMORIALS

During the year ended June 30, 2007 the Library received various gifts and memorials. Although only a portion of these gifts and memorials may be restricted, they are all used for specific capital or equipment purchases. At June 30 the status of these funds is as follows:

Receipts		
Donations	\$	17,623
Interest - trust fund		3,388
Total receipts	\$	21,011
Disbursements		
Books and periodicals	\$	514
Furniture and equipment	\$	15,257
Community promotions		1,554
Total disbursements	\$	17,325
Excess of receipts over/		
(under) disbursements	\$	3,686
Fund balance from prior year	_	133,994
Gift and memorial fund balance included in fund balance	\$	137,680

#### **BENTON HARBOR PUBLIC LIBRARY** NOTES TO FINANCIAL STATEMENTS - Continued JUNE 30, 2007

#### **NOTE 8 - RENTS**

Beginning with the fiscal year ended June 30, 1974, Library rent of \$18,100 has been paid to the Benton Harbor Building Authority by the Benton Harbor Permanent Public Improvement Fund.

#### NOTE 9 - PENSION

For the years ended June 30, 1982 and prior the Benton Harbor Public Library employees participated in the City of Benton Harbor Employees' Retirement System. During the year ended June 30, 1983 substantially all of the employees of the Library withdrew from that system, and established an employer contributed Individual Retirement Account. For the year ended June 30, 2007 the Library contributed \$35,346 to these accounts.

#### NOTE 10 - RECONCILIATION OF FUND FINANCIAL STATEMENTS TO GOVERNMENT-WIDE FINANCIAL STATEMENTS

Total fund balance and the net change in fund balance of the Library's governmental fund differs from net assets and changes in net assets of the governmental activities reported in the statement of net assets and statement of activities. This difference primarily results from the long-term economic focus of the statement of net assets and statement of activities versus the current financial resources focus of the governmental fund balance sheet and statement of revenue, expenditures, and changes in fund balance. The following are reconciliations of fund balance to net asets and the net change in fund balance to the net change in net assets:

Total fund balance - modified accrual basis	\$	627,336
Capital assets are not financial resources, and are not reported in the funds		445,716
Compensated absences are included as a liability		(23,588)
Net assets of general fund - full accrual basis	\$	1,049,464
Net change in fund balance - modified accrual basis	\$	73,744
Amounts reported in the statement of activities are different because:		
Capital outlays are reported as expenditures in the statement of revenue, expenditures, and changes in fund balance; in the statement of activities these costs are allocated over the estimated useful lives as depreciation:		
Library books and materials		96,812
Furniture and equipment		14,071
Depreciation		(84,831)
Decrease in the accrual for long-term compensated absences reported as an expenditure in the statement of activities, but not in the fund statements		875
Change in net assets of general fund - full accrual basis	<u>\$</u>	100,671

#### BENTON HARBOR PUBLIC LIBRARY BUDGETARY COMPARISON SCHEDULE FOR THE YEARS ENDED JUNE 30

	2007 Budget		2007 <u>Actual</u>		Over (under)			2006 <u>Actual</u>
Revenues								
Taxes	\$	350,000	\$	355,158	\$	5,158	\$	348,060
Penal fines		270,000		269,167		(833)	·	258,505
Charges for services - townships		143,000		143,372		`372 <sup>´</sup>		139,340
Gifts and memorials		12,000		17,623		5,623		21,894
State aid and grants		20,000		21,805		1,805		19,926
Interest		22,000		34,290		12,290		20,121
Miscellaneous	_	15,000		7,593	_	(7,407)		6,892
Total revenue	\$	832,000	\$	849,008	\$	17,008	\$	814,738
Expenses								
Salaries and wages	\$	357,500	\$	354,260	\$	(3,240)	æ	220 742
Fringe benefits	Ψ	155,500	φ	149,815	Φ	(5,685)	Ф	338,743 141,892
Office supplies		11,500		11,748		248		11,177
Repairs and maintenance		52,600		50,448		(2,152)		54,360
Professional services		8,000		7,761		(239)		7,047
Telephone		2,000		2,504		504		1,938
Conferences and travel		4,000		1,177		(2,823)		1,551
Insurance and bonds		8,000		7,100		(900)		7,955
Public utilities		56,600		47,640		(8,960)		49,268
Equipment rent		2,800		3,198		398		2,750
Membership and dues		10,500		8,402		(2,098)		12,391
Community promotion		2,000		2,074		74		2,353
Gift and memorial expenses		12,000		17,325		5,325		522
Furniture, fixtures, and equipment		5,000		3,922		(1,078)		9,449
Books, films, periodicals, etc.		102,500		107,487		4,987		98,686
Miscellaneous expenses	_	1,500	_	403	_	(1,097)	_	337
Total expenses	\$	792,000	\$	775,264	\$	(16,736)	\$	740,419
Excess (deficit) of revenues								
over expenses	\$	40,000	\$	73,744	\$	33,744	\$	74,319